

July 17, 1992

TO: Sherri

FROM: Bev

RECORDS MANAGEMENT MEETING NOTES

Those in attendance were:

Bev Bennett	Delores Keen
Debbie Crosswhite	Bill Lynch
Lewis Cummings	Clare Purcell
Arthur DeBaugh	Richard Reid
Susan Hutcheson	Ann Riggs

Purpose of meeting:

- A. Define the role the Legal department plays in Records Management.
- B. Obtain the names of all Records Management coordinators.
- C. Bring up any questions/concerns regarding Records Management procedures.

- * The Legal department expressed concern when people are trained, then leave/move on, and someone else is trained (by the person leaving) and someone from legal is not present at the time of training. So far, there have not been any problems, but again, they are concerned. The program is still being developed and it is felt that formal training needs to be held with a legal representative present. This training will be scheduled when all the names of the coordinators have been released to Legal.

Arthur DeBaugh brought up that Sherri Seymore had requested NY to audit as a "back-up" (corporate audit) to the program. There was concern expressed that some people "didn't take the program seriously". It was generally felt that this back-up audit was a good idea.

Ann Riggs stated that she audits EVERY EMPLOYEE in IS. (It may take her up to 3 years, but she does). I mentioned that Engineering is audited on a yearly basis, with random employees chosen. I also mentioned that we are part of the new employee orientation and that some basic procedures are discussed and a booklet given out at that time. Clare liked this method of introducing new employees to Records Management.

- * Concern expressed how people were handling discs/electronic mail. Ann said she tells people during audit that they need to handle this the same as paper files, I said Engineering does the same. She checks disc boxes for coding but does not actually review the information on discs. The responsibility here lies on the employee to take care of "their" files.

However there is concern here...need to establish specific policy for this Arthur stated - there needs to be a solution. We need to look at the specific problems relating to this type of media.

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Susan Hutcheson mentioned that R&D has some extremely old tapes that they do not even have a machine to view these with. Clare has recommended that these tapes NOT be discarded... Will need to find a way to verify what's on them.

- * The Legal department is currently preparing a new manual for Records Management purposes.

Richard stated that the Legal department met the requirements when a central area was needed to develop the Records Management program and ensure implementation. Once the program was in place, then it was up to Records Management coordinators to "keep in going".

The next step, per Clare is to identify the coordinators, have formal training (with the new manuals), and legal representation..."then let them do their jobs".

The legal department should be available to answer questions/concerns/as back-up.

Arthur stated that lately most of his job involved finalizing Records Retention Schedules.

Lewis stated that all departments need to implement the program. (Evidently not all PM has done this yet). How to handle? Arthur suggested using the new revised manual and hold classes liked Sherri had done. He also stated there may be a necessity for the corporate audits to help "ensure the compliance of the policy".

- * Lewis questioned the use of Inventory Forms. Evidently not all departments are using these either. However, it is stated in the manual that forms will be used, even though it is not a LEGAL necessity, there HAS TO BE a method of documenting records, and the inventory forms work nicely.

Concern regarding the DOCUMENTATION of Disposing of records. It appears there needs to be written logs kept of disposed information/records.

- * Clare mentioned the possibility of PM Richmond group meeting without the legal people. This, by the time I left had not been decided upon.
- * Susan asked why there wasn't one major list of category codes. Arthur stated he had initially suggested this, but with so many different groups/departments within PM it was difficult to do. Legal, however is trying to move towards this.

They are changing the schedule, trying to simplify the system.

Sherri, I left at this point. My concern was there had not yet been a decision on a follow up meeting. (With or without legal). I realize legal will reschedule when the coordinator list has been completed.

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